



63rd District Court Mobile Check-In User's Guide for Clerks



Michigan State Court Administrative Office Judicial Information Systems Last update: February 13, 2015

Table of Contents

Intro	duction	. 3
1.	Logging In	. 3
2.	View Case List	. 3
3.	Find a Case, Select and View Case Details	. 4
4.	Checking in a Party to the Case	. 4
5.	Set and remove "See Clerk Flag", enter Comments	. 5
6.	Case Ready to be Called	. 6
7.	Best Practice – Notes from the Clerks	. 6

Introduction

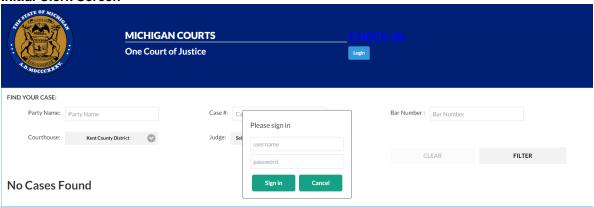
The Check-in application provides the capability for court visitors to Check-in for their cases electronically, and for court clerks to view and manage the court calendar online. Court Clerk and Attorney roles for Kent County, 63rd District Court are supported via Desktop Browser and Mobile Web.

This manual supports the **Clerk's** version of the Mobile Check-In application.

1. Logging In

Navigate to the login page at https://secure.courts.michigan.gov/CheckIn, click on the Login link and enter your user name (not case sensitive) and password (case sensitive):

Initial Clerk Screen



2. View Case List

A list of cases will appear. Cases are loaded with color bars down the left side of the screen:

RED - Case Color showing new case with no activity yet

YELLOW - Case Color showing a partial check-in

BLUE - Case Color showing there is a message to be viewed

GREEN - Case Color showing a full check-in, no message flags, and the Case is ready to be called

View Case List Screen



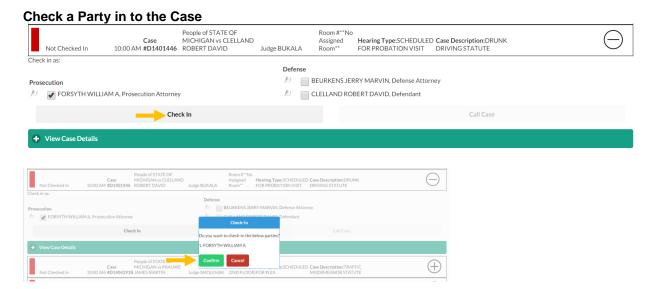
3. Find a Case, Select and View Case Details

- Enter a party's last name in the "Party Name" field and click on the FILTER button. This will shrink down the list of cases in your view. You can also FILTER by a bar number or select a particular judge from the "Judge Select a Judge" drop down menu.
- Click on the large "plus" sign to the right of the case you want to view
- To view case details, click the "plus" sign to the left of "View Case Details" in the green bar

View Parties on a Case People of STATE OF Room #**No Assigned Room** MICHIGAN vs CLELLAND Hearing Type: SCHEDULED Case Description: DRUNK 10:00 AM #D1401446 ROBERT DAVID BEURKENS JERRY MARVIN, Defense Attorney FORSYTH WILLIAM A, Prosecution Attorney CLELLAND ROBERT DAVID, Defendant **♣** View Case Details View Case Details People of STATE OF Hearing Type:SCHEDULED Case Description:DRUNK MICHIGAN vs CLELLAND Assigned 10:00 AM #D1401446 ROBERT DAVID Not Checked In Judge BUKALA Room** FOR PROBATION VISIT DRIVING STATUTE Defense BEURKENS JERRY MARVIN, Defense Attorney CLELLAND ROBERT DAVID, Defendant FORSYTH WILLIAM A, Prosecution Attorney Case Details: Case Type: Traffic Disposition: DISPOSED ON GUILTY PLEA Hearing Type: SCHEDULED FOR PROBATION VISIT Court Clerk: TLD Judge: ANGELA BUKALA Offense Description DRUNK DRIVING STATUTE

4. Checking in a Party to the Case

- Click the box next to the party you wish to Check In
- Click the "Check In" button (clicking the box next to a party will enable the Check In button)
- Click the confirmation button once you've selected the party to the case



5. Set and remove "See Clerk Flag", enter Comments

- Check the flag to the left of the party you need to see the clerk and enter a comment
- Click the green "Confirm" button

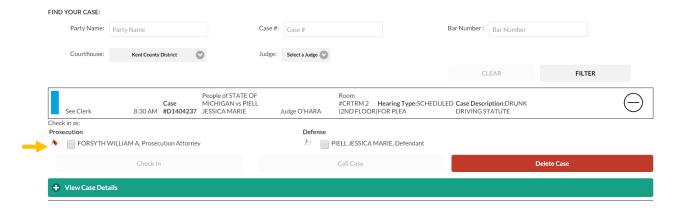


Clerk - Case List showing a blue color indicating one of the parties has See Clerk Flag set with comments (means there is a message to view)



Clerk - Case details showing a red flag against a party indicating See Clerk Flag is set with comments (means there is a message to view)

• Please click and REMOVE the flag when case is ready to be called. For example, if an attorney is running late and then appears.



6. Case Ready to be Called

• Case is ready to be called once all parties are checked in and there are no flags on the case

Clerk - GREEN Case Color showing Case is ready to be called



Clerk - Case Expanded and showing Call Case enabled (all parties are checked in and no flag messages)



7. Best Practice - Notes from the Clerks

- 1. Delete cases
 - 1. If attorney shows up and client does not, default, and the case is considered done:
 - 2. FTA failed to appear
 - 3. BW bench warrant issued
 - 4. ADJ case is adjourned
- 2. Court Recorders can pull their own cases by the day and filter on the Judge